



## Applicants

Koger Industrial Staffing has always strived to recruit the best of the best in our areas of expertise. We are strongly committed to finding the most qualified and skilled craftsmen available. If you feel you qualify, and are interested in applying for work with our company, please complete the online application and submit for review. You will be contacted by one of our recruiting officers to review your application and location of desired employment. We staff nationwide, and sometimes need employees who are willing to travel. Not all jobs require travel, but sometimes traveling is a necessity.

### Qualities we look for in an employee:

**Dependability** – We look for applicants who can be on time and at work everyday. Each employee is a valuable asset to the project and to the company. Therefore they should take pride in what they do.

**Accountability** – We look for employees who take pride in the work they perform and who are able to comply and follow through with directions from the supervisor or foreman.

**Skills** – Each applicant should be well trained and possess the skills required to do the job they are hired to do. They should also possess good interpersonal skills, written and verbal skills.

**Tools** – When required each applicant should possess or obtain the tools required for each position. Some tools may be provided. Tool lists are available with the online application.

**Safety** – We require all our applicants to be safety ready. Know your environment and know what is required to provide safe and effect work ethics. Proper tools, proper clothing and safety issue boots, hard hats and glasses are required on each job site.

### Note:

*We cannot guarantee work assignments, but we strive to do our best to provide candidates with the best possible positions available. It is also our goal to place employees as soon as positions become available. This requires quick deliverance of all paper work needed for an employee to get started.*

### Employees are required to contact us in relation to the following:

- If you are unable to begin a project you have been assigned to.
- If you will be late or absent from work at any time ( most work sites have 0 tolerance for absences without prior notification ).
- **If you are asked to perform duties other than those you were hired to perform.**
- **If you are injured.**
- **If you are asked to work in an unsafe environment.**
- **If you** move or change addresses or phone numbers (this affects timely delivery of pay checks, contact regarding work and tax information).
- If and when you complete your work assignment and are available for further assignments.

### Conduct:

Koger Industrial Staffing asks that all employees represent themselves professionally on each assignment. The following are examples of unacceptable conduct, which could result in Termination of Employment.

- Falsifying applications.
- NO CALL/NO SHOW (Failing to report to work without notifying our office).
- Fighting
- Safety Violations
- Insubordination
- Sexual Harassment
- Impeding or purposely restricting production of assignment.
- Leaving work without notifying your supervisor or our office.
- Theft of company property.
- Reporting to work under the influence of controlled substances.

**All employees are paid weekly, and hours are reported by timesheets that are submitted by the foreman. Hours vary from 40 to 60 hours a week. Overtime is paid after 40 hours. All hours and requirements are discussed prior to reporting for work.**